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PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF HOME AFFAIRS AND JUSTICE

NOTIFICATION

The 12th August, 2021

No. G.S.R. 110/Const./Art.309/2021.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Bureau of Investigation (Civilian Support Staff) Group 'B' Service, namely: -

RULES

1. Short title, commencement and application.- (1) These rules may be called the Punjab Bureau of Investigation (Civilian Support Staff) Group 'B' Service Rules, 2021.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.- (1) In these rules, unless the context otherwise requires,—

- (a) 'Appendix' means an appendix appended to these rules;
- (b) 'Civilian Support Staff' means the non-uniformed officials of the Punjab Bureau of Investigation who have been appointed to the posts specified in Appendix 'A' to perform or provide various kinds of civilian support services in the Punjab Bureau of Investigation;
- (c) 'Competent Authority' means the Director General of Police, or any other authority, which has been authorized to exercise that powers under these rules or under any other law or rules for the time being in force;
- (d) 'Deputation' means appointment made by transfer on temporary basis from various departments of the State or Central Government or Boards or Corporations of the State or Central Government or from any of the cadres, units, wings or agencies of the Punjab Police;

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- (e) 'Deputy Inspector General of Police (Administration)' means an officer holding the post of Deputy Inspector General of Police in the Administration Division of the Punjab Bureau of Investigation;
 - (f) 'Director, Punjab Bureau of Investigation' means an officer in the rank of Director General of Police or Additional Director General of Police, who has been appointed by the State Government as Head of the Punjab Bureau of Investigation (erstwhile Bureau of Investigation or Crime Wing);
 - (g) 'Director General of Police' means an officer in the rank of Director General of Police, Punjab appointed by the State Government as Head of Police Force (HoPF) in the State of Punjab;
 - (h) 'Direct Appointment' means an appointment made otherwise than by promotion or by transfer or deputation of a person;
 - (i) 'Inspector General of Police (Administration)' means an officer holding the post of Inspector General of Police in the Administration Division of the Punjab Bureau of Investigation;
 - (j) 'Promotion' means a method of appointment from feeder grade post(s) to higher post in the hierarchy of the Service under these rules;
 - (k) 'Punjab Bureau of Investigation' means the Punjab Bureau of Investigation notified by the Government of Punjab to exercise powers and functions with respect to investigations of criminal cases and shall subsume the work and functions of present Bureau of Investigation or erstwhile Crime Wing;
 - (l) 'Service' means the Punjab Bureau of Investigation (Civilian Support Staff) Group 'B' Service;
 - (m) 'Standing Order' means a general or special order or orders specified as a set of instructions or regulating a procedure, on any issue or issues, passed by the Director General of Police from time to time; and
 - (n) 'State Government' means the Government of the State of Punjab in the Department of Home Affairs and Justice.

(2) The words and expressions used but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts.- (1) The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent rights of the Government to add or restrict the number of such posts or to create new posts with different designations and specializations and scales of pay, whether permanently or temporarily.

(2) A member of the service shall be liable to serve anywhere in the State of Punjab or Union Territory of Chandigarh or elsewhere in India or abroad on being ordered so to do by the competent authority.

4. Method of appointment, qualifications and experience.- (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or direct appointment, the appointment to the Service shall be made by deputation of a person holding an analogous post under the State Government or Central Government or Boards or Corporations of State or Central Government or from any of the cadres, units, wings or agencies of the Punjab Police.

(2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

5. Appointing authority.- Appointment to the Service shall be made by the authority as specified in Appendix 'C':

Provided that the appointments by direct appointment shall be made on the recommendations of the Punjab Public Service Commission.

6. Deputation.- (1) The officials may be taken on deputation to the Service from any departments of the State or Central Governments or from any State or Central Public Sector Undertakings or from any of the cadres, units, wings or agencies of the Punjab Police against vacant post(s) in the same rank.

(2) A Departmental Selection Committee comprising of the officers posted in the Punjab Bureau of Investigation shall be constituted by the Director General of Police to examine cases for deputation and selection under these rules and instructions issued in this regard.

(3) The appointment by deputation to the Service shall be made only for such a person who has at least five years of Service left to his credit before retirement or superannuation.

(4) The Director General of Police shall be the competent authority to take officials on deputation or repatriate them on completion of period of deputation:

Provided that where the performance and conduct of the deputationist is found to be not satisfactory, the competent authority may repatriate them during the period of such deputation;

Provided further that the deputationist may be allowed to seek repatriation to his parent cadre during the period of deputation on a representation made in this regard to the competent authority:

Provided also that where a deputationist to the Service intends to proceed on deputation to any other cadre or department or organization or agency, he shall be repatriated to his parent cadre or department or organization or agency.

(5) Where an official on deputation to the Service reaches a place in seniority in his parent cadre or department or organization or agency, which would entitle him to be considered for a substantive promotion if he was serving in the parent cadre or organization, he may be considered for deputation against a vacancy, if available, in the promoted rank or in case there is no vacancy in the promoted rank, he may be given an option to either continue in the same rank in the Service or get repatriation to his parent cadre or department or organization or agency:

Provided that deputationist shall not be eligible for grant of promotion during the period of deputation to the Service.

(6) In respect of matters which are not covered under sub-rule (1) to sub-rule (5), the members of the Service shall be governed under the provisions of the Punjab Civil Services Rules, as amended from time to time.

7. Pay of members of the Service.- The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, in respect of members of the Service are given in Appendix 'A'.

8. Basic Training.- (1) It shall be mandatory to successfully complete Basic Training Course within the period of probation; otherwise the period of probation shall be liable for extension:

Provided that the members of Service shall not be entitled to more than one extension in the period of probation, where the term of such extension shall not exceed one year:

Provided further that where a member of Service fails to successfully complete the Basic Training Course within the extended period of probation, he shall be liable for discharge from the Service.

(2) The course content, time-period and other issues concerning the conduct of the Basic Training Course for the members of the Service shall be such as may be specified in the Standing Order(s).

9. Departmental Promotion Examination.- No promotion to next higher rank in the Service shall be made unless the member of the Service has cleared the departmental promotion examination, as may be specified in the Standing Order(s).

10. Leave, joining time and other general conditions of Service.-In respect of matters concerning leave, joining time and other general conditions of Service, the members of the Service shall be governed by the Punjab Civil Services Rules, as amended from time to time.

11. Discipline, punishment and appeal.- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of

the members of the Service, shall be the appointing authority.

(3) The authorities empowered to hear first and second appeal against an order of the punishing authority shall be as specified in Appendix 'C'.

12. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

13. Interpretation.- If any question arises as to the interpretation of these rules, the Government, in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 2 (1) (b), 3 and 7)

<i>Serial Num- ber</i>	<i>Designation of the post</i>	<i>Number of Posts</i>			<i>Scale of the pay of the members of the service recruited after 17th July, 2020. (7th CPC) (in rupees)</i>
		<i>Perma- nent</i>	<i>Tempo- rary</i>	<i>Total</i>	
1	2	3	4	5	6
LEGAL SERVICES					
1.	Chief Legal Advisor	1	0	1	47600
2.	Legal Advisor	8	0	8	35400
FORENSIC SERVICES					
1.	Chief Forensics Officer	1	0	1	47600
2.	Senior Forensics Supervisor	31	0	31	35400
INFORMATION TECHNOLOGY SERVICES					
1.	Chief Information Technology Officer	1	0	1	35400
FINANCIAL SERVICES					
1.	Chief Financial Officer	1	0	1	35400

APPENDIX 'B'

(See rule 4)

<i>Serial Num- ber</i>	<i>Designation of the Post</i>	<i>Percentage for appointment by</i>		<i>Method, qualification and experience for appointment by</i>	
		<i>Direct appointm- ent</i>	<i>Promotion</i>	<i>Direct appointment</i>	<i>Promotion</i>
1	2	3	4	5	6
LEGAL SERVICES					
1.	Chief Legal Advisor	-	Hundred percent	-	From amongst the Legal Advisors who have an experience of working as such for a minimum period of seven years.
2.	Legal Advisor	Forty percent	Sixty percent	Should have Bachelor's Degree in Law with minimum of fifty percent marks or equivalent from a Central or State Government recognized university or institution; and Should have practiced at the Bar for a minimum period of twelve years.	From amongst the Legal Officers who are members of the Punjab Bureau of Investigation (Civilian Support Staff) Group 'C' Service and who have an experience of working as such for a minimum period of six years.

FORENSIC SERVICES

1.	Chief Forensics Officer	-	Hundred percent	-	From amongst the Senior Forensics Supervisors who have an experience of working as such for a minimum period of seven years.
2.	Senior Forensics Supervisor	Forty percent	Sixty percent	Should have Bachelor's degree in Forensic Science or equivalent from a Central or State Government recognized university or institution; and Should have minimum relevant work experience of thirteen years' in any Government or Quasi-Government forensics Organization or Central or State Government Accredited Forensic Science Laboratory(ies) or Institute(s) or Central or State Government Chemical Examiner Laboratory(ies) or any Public Sector Laboratory(ies).	From amongst the Forensics Officers who are members of the Punjab Bureau of Investigation (Civilian Support Staff) Group 'C' Service and who have an experience of working as such for a minimum period of seven years.

INFORMATION TECHNOLOGY SERVICES

1.	Chief Information Technology Officer	-	Hundred percent	-	From amongst the Computer or Digital Forensics Officers who are members of the Punjab Bureau of Investigation (Civilian Support Staff) Group 'C' Service and who have an experience of working as such for a minimum period of seven years.
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FINANCIAL SERVICES

1.	Chief Financial Officer	-	Hundred percent	-	From amongst the Financial Officers who are members of the Punjab Bureau of Investigation (Civilian Support Staff) Group 'C' Service and who have an experience of working as such for a minimum period of seven years.
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APPENDIX ‘C.’

(see rules 5 and 11)

Appointing or Punishing and Appellate Authorities

Serial Number	Designation of the post	Appointing or Punishing Authority	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
LEGAL SERVICES				
1.	Chief Legal Advisor	Director General of Police	Secretary Incharge	Minister Incharge
2.	Legal Advisor	Director General of Police	Secretary Incharge	Minister Incharge
FORENSIC SERVICES				
1.	Chief Forensics Officer	Director General of Police	Secretary Incharge	Minister Incharge
2.	Senior Forensics Supervisor	Director General of Police	Secretary Incharge	Minister Incharge
INFORMATION TECHNOLOGY SERVICES				
1.	Chief Information Technology Officer	Director General of Police	Secretary Incharge	Minister Incharge
FINANCIAL SERVICES				
1.	Chief Financial Officer	Director General of Police	Secretary Incharge	Minister Incharge

APPENDIX 'D'

(See rule 12)

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH -1)

Notification

The 4th May, 1994.

No. G.S.R. 33/ Const./Art 309/94- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :-

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
(2) They shall come into force at once.
(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
2. **Definitions** – In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - (f) "recognized university or institution" means,-
 - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the government to be a recognized university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War Hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra; provided that ,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces:-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. **Disqualifications.**-(1) No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5.Age.—** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit:— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have increased by two years.

6. **Qualification etc.-** Subject to the provisions of these rules, the number and character of posts, method or recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' and Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university, Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**-(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - b) if such person is appointed otherwise –
 - (i) revert him to his former post; or

- (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
 - (a) if his work and conduct has in its opinion been satisfactory –
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.

8. **Seniority.**-The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows : -

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be shall be senior to a younger person :

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.

Note:- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1 Part-1.

10. **Liability to Serve.-** A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters.-** In respect of pay , leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by

such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.**-(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.**- Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by -**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he -	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified	
OR	
Possesses a Computer information Technology course equivalent to	

<p>'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;</p> <p>(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).</p>	
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15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

- Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;
- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) shall have before his appointment passed a test in English and Punjabi ,

respectively typewriting on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services; or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

*15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by -

Direct appointment	Promotion
<p>No Person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he --</p> <p>(i) Possesses the Bachelor's Degree from a recognised university or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be</p>	<p>From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of</p>

<p>transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualify the test for promotion as Senior Scale Stenographer.</p>
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16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to a post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he :-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and

- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. **Knowledge of Punjabi Language.**- No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to

qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service.-

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.-** In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19. **Power to relax.-** Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over-riding effect.**-The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**- If any question arises as to the interpretation of these rules, the Government shall decided the same.

A.S.CHATTHA,

Chief Secretary to Government of Punjab.

ANURAG AGARWAL,

Additional Chief Secretary to Government of Punjab,
Department of Home Affairs and Justice.

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF HOME AFFAIRS AND JUSTICE

NOTIFICATION

The 12th August, 2021

No. G.S.R. 111/Const./Art.309/2021.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Bureau of Investigation (Civilian Support Staff) Group 'C' Service, namely: -

RULES

1. Short title, commencement and application.- (1) These rules may be called the Punjab Bureau of Investigation (Civilian Support Staff) Group 'C' Service Rules, 2021.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.- (1) In these rules, unless the context otherwise requires, –

(a) 'Appendix' means an appendix appended to these rules;

(b) 'Civilian Support Staff' means the non-uniformed officials of the Punjab Bureau of Investigation who have been appointed to the posts specified in Appendix 'A' to perform or provide various kinds of civilian support services in the Punjab Bureau of Investigation;

(c) 'Competent Authority' means the Director General of Police or any other authority, which has been authorized to exercise the powers under these rules or under any other law or rules for the time being in force;

(d) 'Deputation' means appointment made by transfer on temporary basis from various departments of the State or Central Government or Boards or Corporations of the State or Central Government or from any of the cadres, units, wings or agencies of the Punjab Police;

- (e) 'Deputy Inspector General of Police (Administration)' means an officer holding the post of Deputy Inspector General of Police in the Administration Division of the Punjab Bureau of Investigation;
- (f) 'Director, Punjab Bureau of Investigation' means an officer in the rank of Director General of Police or Additional Director General of Police, appointed by the State Government as Head of the Punjab Bureau of Investigation (erstwhile Bureau of Investigation or Crime Wing);
- (g) 'Director General of Police' means an officer in the rank of Director General of Police, Punjab who has been appointed by the State Government as Head of Police Force (HoPF) in the State of Punjab;
- (h) 'Direct Appointment' means an appointment made otherwise than by promotion or by transfer or deputation of a person;
- (i) 'Inspector General of Police (Administration)' means an officer holding the post of Inspector General of Police in the Administration Division of the Punjab Bureau of Investigation;
- (j) 'Promotion' means a method of appointment from feeder grade post(s) to higher post in the hierarchy of the Service under these rules;
- (k) 'Punjab Bureau of Investigation' means the Punjab Bureau of Investigation notified by the Government of Punjab to exercise powers and functions with respect to investigations of criminal cases and shall subsume the work and functions of present Bureau of Investigation or erstwhile Crime Wing;
- (l) 'Recruitment Board' means the Board constituted by the Director General of Police, for recruitment of officials to various posts in the hierarchy of the Service, meant for direct recruitment;
- (m) 'Service' means the Punjab Bureau of Investigation (Civilian Support Staff) Group 'C' Service;
- (n) 'Standing Order' means a general or special order or orders specified as a set of instructions or regulating a procedure, on any issue or issues, passed by the Director General of Police from time to time; and

- (o) 'State Government' means the Government of the State of Punjab in the Department of Home Affairs and Justice.

(2) The words and expressions used but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts.- (1) The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent rights of the Government to add or restrict the number of such posts or to create new posts with different designations and specializations and scales of pay, whether permanently or temporarily.

(2) A member of the service shall be liable to serve anywhere in the State of Punjab or Union Territory of Chandigarh or elsewhere in India or abroad on being ordered so to do by the competent authority.

4. Method of appointment, qualifications and experience.- (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or direct appointment, the appointment to the Service shall be made by deputation of a person holding an analogous post under the State Government or Central Government or Boards or Corporations of State or Central Government or from any of the cadres, units, wings or agencies of Punjab Police.

(2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

5. Appointing authority.- Appointment to the Service shall be made by the authority as specified in Appendix 'C':

Provided that the appointments by direct appointment shall be made on

the recommendations of the Subordinate Services Selection Board or Recruitment Board constituted for the purpose by the competent authority.

6. Deputation.- (1) The officials may be taken on deputation to the Service from any departments of the State or Central Governments or from any State or Central Public Sector Undertakings or from any of the cadres, units, wings or agencies of the Punjab Police against vacant post(s) in the same rank.

(2) A Departmental Selection Committee comprising of the officers posted in the Punjab Bureau of Investigation shall be constituted by the Director General of Police to examine cases for deputation and selection under these rules and instructions.

(3) The appointment by deputation to the Service shall be made only for such a person who has at least five years of Service left to his credit before retirement or superannuation.

(4) The Director General of Police shall be the competent authority to take officials on deputation or to repatriate them on completion of period of deputation:

Provided that where the performance and conduct of the deputationist is found to be not satisfactory, the competent authority may repatriate them during the period of such deputation:

Provided further that the deputationist may be allowed to seek repatriation to his parent cadre during the period of deputation on a representation made in this regard to the competent authority:

Provided also that where a deputationist to the Service intends to proceed on deputation to any other cadre or department or organization or agency, he shall be repatriated to his parent cadre or department or organization or agency.

(5) Where an official on deputation to the Service reaches a place in seniority in his parent cadre or department or organization or agency, which would entitle him to be considered for a substantive promotion if he was serving in the parent cadre or organization, he may be considered for deputation against a vacancy, if available, in the promoted rank or in case there is no vacancy in the promoted rank, he may be given an option to either continue in the same rank in the Service or get repatriation to his parent cadre or department or organization or agency:

Provided that deputationist shall not be eligible for grant of promotion during the period of deputation to the Service.

(6) In respect of matters which are not covered under sub-rule (1) to sub-rule (5), the members of the Service shall be governed under the provisions of the Punjab Civil Services Rules, as amended from time to time.

7. Pay of members of the Service.- The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, in respect of members of the Service are given in Appendix 'A'.

8. Basic Training.- (1) It shall be mandatory to successfully complete Basic Training Course within the period of probation otherwise the period of probation shall be liable for extension:

Provided that the members of Service shall not be entitled to more than one extension in the period of probation, where the term of such extension shall not exceed one year:

Provided further that where a member of Service fails to successfully complete the Basic Training Course within the extended period of probation, he shall be liable for discharge from the Service.

(2) The course content, time-period and other issues concerning the conduct of the Basic Training Course for the members of the Service shall be such as may be specified in the Standing Order(s).

9. Departmental Promotion Examination.- No promotion to next higher rank in the Service shall be made unless the member of the Service has cleared the departmental promotion examination, as may be specified in the Standing Order(s).

10. Leave, joining time and other general conditions of Service.- In respect of matters concerning leave, joining time and other general conditions of Service, the members of the Service shall be governed by the Punjab Civil Services Rules, as amended from time to time.

11. Discipline, punishment and appeal.- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the appointing authority.

(3) The authorities empowered to hear first and second appeal against an order of the punishing authority shall be as specified in Appendix 'C'.

12. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules 1994.— (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

13. Interpretation.—If any question arises as to the interpretation of these rules, the Government, in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 2 (1) (b), 3 and 7)

<i>Serial Num- ber</i>	<i>Designation of the post</i>	<i>Number of Posts</i>			<i>Scale of the pay of the members of the service recruited after 17th July, 2020. (7th CPC) (in rupees)</i>
		<i>Perma- nent</i>	<i>Tempo- rary</i>	<i>Total</i>	
1	2	3	4	5	6
LEGAL SERVICES					
1.	Legal Officer	28	0	28	29200
2.	Assistant Legal Officer	120	0	120	25500
FORENSIC SERVICES					
1.	Forensics Officer	60	0	60	29200
2.	Assistant Forensics Officer	150	0	150	25500
INFORMATION TECHNOLOGY SERVICES					
1.	Computer or Digital Forensics Officer	33	0	33	29200
2.	Information Technology Officer	53	0	53	25500
3.	Information Technology Assistant (Software)	214	0	214	19900
FINANCIAL SERVICES					
1.	Financial Officer	27	0	27	29200
2.	Assistant Financial Officer	70	0	70	25500

APPENDIX 'B'

(See rule 4)

<i>Serial Num- ber</i>	<i>Designation of the Post</i>	<i>Percentage for appointment by</i>		<i>Method, qualification and experience for appointment by</i>	
		<i>Direct appointm- ent</i>	<i>Promotion</i>	<i>Direct appointment</i>	<i>Promotion</i>
1	2	3	4	5	6
LEGAL SERVICES					
1.	Legal Officer	Forty percent	Sixty percent	Should have Bachelor's Degree in Law with minimum of fifty percent marks or equivalent from a Central or State Government, recognized university or institution; and should have practiced at the Bar for minimum period seven years. Selection shall be made through a process which may include written test and interview.	From amongst the Assistant Legal Officers who have an experience of working as such for a minimum period of six years.
2.	Assistant Legal Officer	Hundred percent	-	Should have Bachelor's degree in Law with minimum of fifty percent marks or equivalent from a Central or State Government, recognized university or institution; and should have practiced at the Bar for minimum period two years.	--

Selection shall be made through a process which may include written test and interview.

FORENSIC SERVICES

1.	Forensics Officer	Forty percent	Sixty percent	Should have Bachelor's degree in Forensic Science or equivalent from a Central or State Government recognized university or institution; and should have minimum of relevant work experience of seven years in any Government or Quasi-Government Forensics Organization or Central or State Government Accredited Forensic Science Laboratory(ies) or Institute(s) or Central or State Government Chemical Examiner Laboratory(ies) or any Public Sector Laboratory(ies). Selection shall be made through a process which may include written test and interview.	From amongst the Assistant Forensic Officers who have an experience of working as such for a minimum period of seven years.
2.	Assistant Forensics Officer	Hundred percent	-	Should have Bachelor's degree in Forensic Science or equivalent from a Central or State Government	--

recognized university or institution; and should have minimum of work experience of two years in any Government or Quasi-Government Forensic Organization or Central or State Government Accredited Forensic Science Laboratory(ies) or Institute(s) or Central or State Government Chemical Examiner Laboratory(ies) or any Public Sector Laboratory(ies).

Selection shall be made through a process which may include written test and interview.

INFORMATION TECHNOLOGY SERVICES

1.	Computer or Digital Forensics Officer	Forty percent	Sixty percent	Should have Bachelor's degree in Computer Science or Information Technology or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an All India Council for Technical Education approved university or institution; and should have minimum of relevant work	From amongst the Information Technology Officers who have an experience of working as such for a minimum period of seven years.
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				experience of twelve years in Central Government or State Government or Public Sector Undertakings or any e-Governance Project or in Private Sector.	
				Selection shall be made through a process which may include written test and interview.	
2.	Information Technology Officer	Forty percent	Sixty percent	Should have Bachelor's degree in Computer Science or Information Technology or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an All India Council for Technical Education approved university or institution; and should have minimum of relevant work experience of seven years in Central Government or State Government or Public Sector Undertakings or any e-Governance Project or in Private Sector.	From amongst the Information Technology Assistants (Software) who have an experience of working as such for a minimum period of seven years.
				Selection shall be made through a process which may include written test and interview.	

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3.	Information Technology Assistant (Software)	Hundred percent	-	Should have Bachelor's degree in Computer Science, Information Technology or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an All India Council for Technical Education approved university or institution; and Should have minimum of relevant work experience of two years in Central Government or State Government or Public Sector Undertakings or any e-Governance Project or in Private Sector. Selection shall be made through a process which may include written test and interview.	---
FINANCIAL SERVICES					
1.	Financial Officer	Forty percent	Sixty percent	Should have Bachelor's degree in Commerce or Finance from a Central or State Government recognized university or institution; and Should have minimum experience of seven years' in accounting or	From amongst the Assistant Financial Officers who have an experience of working as such for a minimum period of seven years.

				banking or financial fraud investigations. Selection shall be made through a process which may include written test and interview.
2.	Assistant Financial Officer	Hundred percent	-	Should have Bachelor's degree in Commerce or Finance from a Central or State Government recognized university or institution; and Should have minimum experience of two years' in accounting or banking or financial fraud investigations. Selection shall be made through a process which may include written test and interview.

APPENDIX 'C.'

(see rules 5 and 11)

Appointing or Punishing and Appellate Authorities

Serial Number	Designation of the post	Appointing or Punishing Authority	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
LEGAL SERVICES				
1.	Legal Officer	Deputy Inspector General of Police, Punjab Bureau of Investigation	Inspector General of Police of (Administration), Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation
2.	Assistant Legal Officer	Deputy Inspector General of Police, Punjab Bureau of Investigation	Inspector General of Police of (Administration), Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation
FORENSIC SERVICES				
1.	Forensics Officer	Deputy Inspector General of Police, Punjab Bureau of Investigation	Inspector General of Police of (Administration), Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation
2.	Assistant Forensics Officer	Deputy Inspector General of Police, Punjab Bureau of Investigation	Inspector General of Police of (Administration), Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation
INFORMATION TECHNOLOGY SERVICES				
1.	Computer or Digital Forensic Officer	Deputy Inspector General of Police (Administration), Punjab Bureau of Investigation	Inspector General of Police of (Administration), Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation

2.	Information Technology Officer	Deputy Inspector General of Police (Administration), Punjab Bureau of Investigation	Inspector General of Police (Administration) Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation
3.	Information Technology Assistant (Software)	Deputy Inspector General of Police (Administration), Punjab Bureau of Investigation	Inspector General of Police (Administration) Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation
FINANCIAL SERVICES				
1.	Financial Officer	Deputy Inspector General of Police (Administration), Punjab Bureau of Investigation	Inspector General of Police (Administration), Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation
2.	Assistant Financial Officer	Deputy Inspector General of Police (Administration), Punjab Bureau of Investigation	Inspector General of Police (Administration), Punjab Bureau of Investigation	Director, Punjab Bureau of Investigation

APPENDIX 'D'

(See rule 12)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH -1)****Notification**

The 4th May, 1994.

No. G.S.R. 33/ Const./Art 309/94- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A' , Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :-

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
(2) They shall come into force at once.
(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
2. **Definitions** – In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - (f) "recognized university or institution" means,-
 - (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the government to be a recognized university or institution for the purposes of these rules;
 - (g) ["Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
 - (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

- (i) (i) "War Hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra: provided that :-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is, -
- (a) a Citizen of India ; or
- (b) a Citizen of Nepal; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces:-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. **Disqualifications.**—(1) No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Age.**—(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be:]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- [(4) In the case of appointment of a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his

widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

[5A. **Increase in upper age limit:-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have increased by two years.]

6. **Qualification etc.-** Subject to the provisions of these rules, the number and character of posts, method or recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

{Provided that where appointment of [Group 'A' or Group 'B'] non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment. }

7. **Probation.-**(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - b) if such person is appointed otherwise –
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-

- (a) if his work and conduct has in its opinion been satisfactory –
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules –
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.

8. **Seniority.**—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows : -

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay

drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person :

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.

Note:- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1 Part-1.

10. **Liability to Serve.-** A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters.-** In respect of pay , leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.-**(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.-** Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.-** Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he -	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing	

<p>authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;</p> <p>(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).</p>	
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15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.
- OR
- Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;
- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) shall have before his appointment passed a test in English and Punjabi , respectively typewriting on computer, to be conducted by the Board or the appointing

authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services; or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

*15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by -

Direct appointment	Promotion
<p>No Personal shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he -</p> <p>(i) Possesses the Bachelor's Degree from a recognised university or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>iv) Possesses at least one hundred and twenty hours course with hands on experience in</p>	<p>From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and</p>

<p>the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>only if he/she qualifies the stenography test in both the languages shall be considered to have qualify the test for promotion as Senior Scale Stenographer.</p>
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16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to a post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he :-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.- No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service.-

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.-** In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19. **Power to relax.-** Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over-riding effect.-**The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the

recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**- If any question arises as to the interpretation of these rules, the Government shall decide the same.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

ANURAG AGARWAL,
Additional Chief Secretary to Government of Punjab,
Department of Home Affairs and Justice.

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF HOME AFFAIRS AND JUSTICE
(CIVIL DEFENCE BRANCH)

NOTIFICATION

The 12th August, 2021

No. S.O. 93/C.A.43/1995/S.20/2021.- In exercise of the powers conferred by section 20 of the Waqf Act, 1995 (Central Act No. 43 of 1995), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to remove Mohd. Kaleem Azad son of Sh. Molana Abdul Hakeem, resident of House number BX-880/14, Muslim Colony, Jaimal Nagar Lamba Pind Road, Jalandhar, as member of the Punjab Waqf Board with immediate effect.

ANURAG AGARWAL,

Additional Chief Secretary to Government of Punjab.
Department of Home Affairs and Justice.